**Risk Register for** Scavenger Hunt

**School:**

**Supervising teachers/staff:**

**Program/Excursion:**

**Year Level:**

**Dates:**

**Location(s):**

A qualitative measure of **consequence** or impact has been utilized as follows.

|  |  |
| --- | --- |
| **DESCRIPTOR** | **DETAILS** |
| minor | No injuries, low financial loss. Inconsequential or no damage  Little or no disruption to public/infrastructure |
| moderate | First aid treatment on site Some damage  Some disruption to public Some financial loss |
| major | Medical treatment required Some hospitalisation  Insufficient resources (human/material)  Moderate damage Moderate disruption to public High financial loss |
| Catastrophic | Extensive injuries Significant hospitalisation Fatalities  Extensive support/emergency personnel required  Significant damage Significant disruption to public Major financial loss |

A qualitative measure of the **likelihood** of the occurrence happening is:-

|  |  |
| --- | --- |
| **DESCRIPTOR** | **DETAILS** |
| Rare | The event will only occur in highly exceptional circumstances. |
| Unlikely | The event could occur at some time |
| Likely | The event may occur in some circumstances |
| Almost certain | The event is expected to occur in most circumstances |

**NOTE**

The Matrix in the last page of this assessment places assessed risks for this activity in the appropriate accessed risk profile area

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| CYC Limited  Scavenger Hunt – Risk Management Plan | | | | |
| **Risk Description** | **Existing Control Measures** | **Risk Rating** | | |
| **Consequence** | **Likelihood** | **Control**  **Effectiveness** |
| ***Slip – Trip – Fall***  ***From general exploring of surrounds***  1. Inappropriate footwear | • Closed toe footwear should be worn at all times | Rare | Unlikely | Satisfactory |
| 2. Wet conditions | • Ensure suitable protective clothing and footwear is worn | Minor | Unlikely | Satisfactory |
| ***Cutting / Scratching***  from posts, cables, ground etc | • A weekly visual inspection of all equipment is to be by completed by camp staff  • Thorough monthly in-house maintenance checks are completed by trained program staff  • Unfit equipment is to be repaired / replaced prior to use | Minor | Unlikely | Satisfactory |
| ***People – Inappropriate participant***  ***behaviour***  • Inability or decision not to follow directions  • Inability or decision not to co-operate | • Set clear behaviour expectations at the start of the session  • Encourage a supportive environment  • Vigilant supervision  • Outline possible outcomes of inappropriate behaviour  • Remove individual from the activity or cancel the entire session | Minor | Unlikely | Satisfactory |
| ***People – Group Leader***  • Poor supervision by trained group leaders | • The activity leader should complete an activity briefing at the beginning of each session; this should include a description of the activity, outlining of the safety procedures and expectations. A communication point should be made prior to the activity incase any injuries/incidences occur | Minor | Unlikely | Satisfactory |

**Risk Profile - Scavenger Hunt**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **LIKELIHOOD** | **HIGH** |  |  |  |  |  |  |
|  |  |  |  |  |  |
| **MEDIUM** | . |  |  |  |  |  |
| . |  |  |  |  |  |
| **LOW** | • Slip-Trip-Fal**l**  . |  |  |  |  |  |
| • Cutting &  scratching | • People- group leader  • People – camp instructor  • Housekeeping | • People Inappropriate behavior. |  | • Environmental hazards  **MAJOR Unlikely – Likely** & **Certain** sections only | • .Environmental exposure.  **CATASTROPHIC**  **Rare** section only |
|  | | **MINOR MINOR** | | **MODERATE MODERATE** | |  | |
| **LOW** | | **MEDIUM** | | **HIGH** | |
| **CONSEQUENCE** | | | | | |

**LEGENDS**

This section of the matrix suggests how each 4 square section is rated in reference to the ‘likelihood’ risk rating

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **LOW** | LIKELY | | | ALMOST CERTAIN | | |
| UNLIKELY | | | RARE | | |
|  |  |  | | | |  |
|  | **LOW** | |  |
|  | | | | | |

**NOTE**

The purpose of the risk profile is to:

 provide a snapshot of all risk assessments

 indicate treatment priorities

 confirm the relative severity of identified risks

Using a title which best represents each risk, plot all assessed risks onto the profile. Plot each risk according to the likelihood and consequence taking into account the

rating of the effectiveness of the controls.

This template should be used in conjunction with the Risk Register template.

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|  |  |
| --- | --- |
|  | **Treat risk** |
|  | **Monitor risk** |

This legend suggests action re treatment required for each risk.